The following is a ‘how to guide’ for accessing IEPs and 504 Plans on Infinite Campus

Please note that there is a column labeled IEP. You should IGNORE this column. It would indicate an IEP if we used the IEP creation software developed by Infinite Campus.



USE THIS INFORMATION – hover over to identify information (IEP, 504, special alert)

**DISREGARD**

The IEP and 504 information is in the system. Here’s the process for teacher access:

1. Under Flag column (orange flag = section 504 plan / orange lock icon = IEP Document), click on the appropriate student name



**IEP**

**504 Plan**

2. Click on to Student Information

|  |
| --- |
|  |



Student

3. Then click on Document:

|  |  |
| --- | --- |
|  | Document |
| Student |  |

4. Choose Document and select Get Document. IEP Direct will then open.



Student



Select

Click

\*\*Any questions or concerns, please feel free to call, email or stop by the Special Education office!

***IEP ACKNOWLEDGEMENT THROUGH INFINITE CAMPUS***

* **Access your roster**
* **Click the name of your classified students (they have a lock next to them)**
* **Click Student Information (if you right click student info you can choose to open it in a new window. When you are done with the signature you can easily x out, instead of having to go back and start over)**
* **Chose the IEP Acknowledgement Tab (upper right hand side)**
* **Click the green box titled- New Status**



* **Follow the prompts:**
	+ **I have read the student IEP**
	+ **Enter your name**
	+ **The date read (on or before 9/5/17)- *the status date is the date you acknowledged, you do not need to change it***
	+ **SAVE**



If you opened a new window, you can then x out and start with your next student.